

POTTER COUNTY JUNIOR LIVESTOCK ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE I. NAME: The name of the association shall be “Potter County Junior Livestock Association” or PCJLA

ARTICLE II. PURPOSE: The PCJLA is organized for the purpose of conducting an annual livestock show for the 4-H and FFA members of Potter County, Texas, and such other pursuits that will promote and encourage the youth of Potter County with their educational growth in the agriculture field. It is to provide an opportunity for our youth to participate in meaningful experiences through livestock show exhibitions. The PCJLA does not discriminate against race, color, religion, or ethnicity. Any person associated with, acting for or participating in the PCJLA is expected to uphold the highest level of sportsmanship, ethics, competition, and fair play.

ARTICLE III. COMPOSITION: The PCJLA shall be composed of, but not limited to, a Board of Directors (Board); Advisory Committee; Buyers Committee; Livestock Show and Premium Sale Committee; Rules and Oversight Committee and any other committee deemed necessary by the Board of Directors or the Advisory Committee. Any changes to the Constitution and By-Laws must be done through the Board. A 75% majority of the Board is required to make changes to the Constitution and By-Laws. Any changes to the Constitution and By-Laws or any general rule changes will be considered from the day following the stock show until June 30 of the current year. After July 1 of the current year, no changes can be made until the following year. All Rules and General Rules shall be subject to change or amendment by the Board at any time prior to the opening of the show. Any proposed rule changes must be submitted in writing to the chairperson of the Rules and Oversight Committee at least 72 hours prior to the meeting.

ARTICLE IV. MEMBERSHIP: PCJLA shall consist of members nominated by members of the PCJLA and voted on by the general membership of the association. Each new member shall supply the secretary with their email and/or mailing address and phone number. The President, Vice-President, and Secretary of the Board will serve in the corresponding offices in the PCJLA. The Treasurer or Co-Treasurers of the PCJLA will be elected from the PCJLA and will serve as Treasurer(s) of the Buyers Committee. The Function of the PCJLA is to physically run and directs all aspects of the Potter County Junior Livestock Show, including but not limited to the show, sale, setup, tear down, and general organization of the show. To discuss and vote upon any general rule changes.

ARTICLE V. BOARD OF DIRECTORS: The Board of Directors shall be composed of representatives of the 4-H and FFA members of Potter County. Each Potter County Extension Agent and Agriculture Science Teacher shall have a representative on the Board of Directors. The Board of Directors (Board) shall consist of 2 members for each FFA chapter and 4 members for the 4-H Extension Office. The Board shall then elect a President, Vice-President, Secretary, and Treasurer each serving an annual term. The Board is to serve a two-year term with approximately half of the members having only one year remaining on their term at one time. The PCJLA Board reserves the final and absolute right to interpret the rules, regulations, Charter and By-Laws and arbitrability settle and determine all matters, questions, or differences in regard there to, or otherwise arising out of, or connected with, or incidental to the show.

The Board shall make final decisions on any possible disputes and/or protests, assist committees and assist in directing the work of and at the Livestock Show and Sale.

Section 1: A quorum (51% of the Board) is needed to conduct business.

Section 2: All members are entitled to one vote at all meetings.

Section 3: *Ex-Officio Board of Directors:* The duties of the Ex-Officio Board are to assist in directing and supporting the Livestock Show and Sale whenever needed. The Ex-Officio Board shall not make policy decisions, rules or by-laws.

ARTICLE VI. OFFICERS: The officers of the PCJLA shall consist of President, Vice-President, Secretary, and Treasurer. The President, Vice- President, Secretary, and Treasurer shall be elected annually by the appointed Board of Directors and shall hold office for one year.

Section 1: President: The President shall be the chief executive officer of the PCJLA. He shall call and preside over all meetings, exercise general supervision over the affairs of the PCJLA, and perform such duties as are incident to his office and as may be prescribed by the Board. The President shall be an ex-officio member of all committees and other bodies of the PCJLA.

Section 2: Vice-President: The Vice-President shall act in the absence of the President

Section 3: Secretary: The Secretary will keep minutes of all board and member meetings and post meeting minutes in a timely manner. Maintain a list of members and their contact information, to include phone numbers and email addresses. Handle all email and USPS correspondence. The secretary may designate a member to assist with these duties.

Section 4: Treasurer: The Treasurer and/or Co-Treasurers shall collect and acknowledge all funds belonging to the PCJLA and shall cause all funds to be deposited to the account of the PCJLA. The Treasurer and/or Co-Treasurer will keep an account of all receipts and expenditures and will furnish financial statements at all member and board meetings.

ARTICLE VII. Committees: Each committee shall have a chairperson either elected by the PCJLA membership or by the members of that committee and may fill any other office necessary for the normal operations of the committee. The committee chairperson is responsible for calling a meeting of that committee. The voting members of each committee must have 72-hour notice prior to the meeting. A voting member may have a proxy in the event they are not able to attend. Notice of a proxy must be given to the committee chairperson prior to voting. Proxies are not allowed on the Advisory Committee. All committee must have a quorum (51% of active members) to act.

Section 1: Advisory Committee: The Advisory Committee shall be composed of all the Agriculture Science Teachers and the County Extension Agents from Potter County with one being elected as Chairman. The duties of the Advisory Committee are to oversee and advise PCJLA, set dates for the show, and set dates relevant to the show, select judges, superintendents, and assistant superintendents of the show. Other duties are to assist in the general operation of the Livestock Show and Sale, and to provide support to

the committees. No proxies are allowed on the Advisory Committee. A minimum of four members must be present to conduct business. The President, upon approval of the Board, may appoint an advisory committee whose duties shall be to advise and counsel the Board or to otherwise work towards the objectives of the PCJLA Livestock Show and Sale. Each Agriculture Science Teacher and County Extension Agent may nominate members to serve on committee.

Section 2: Buyers Committee: All members are encouraged to be part of the buyers committee. The PCJLA membership shall elect a chairperson or co-chairpersons. The Buyers Committee is responsible for soliciting and collecting finances for the Premium Sale and contacting possible donors. The chairperson or co-chairpersons will assist the Board in determining the percentage of animals that will sell in the Premium Sale.

Section 3: Livestock Show and Premium Sale Committee: All members are encouraged to be a part of the Livestock Show and Premium Sale Committee. The PCJLA membership shall elect a Livestock Director or Co-Directors for this committee. Responsible for setting up and tearing down the show and sale, planning the show and sale and getting the sale list ready and distributed.

Section 4: Rules and Oversight Committee: The Rule and Oversight Committee shall consist of all show superintendents, advisors, and agents. The Rules and Oversight Committee is to suggest rule changes and present them to the PCJLA and to interpret and act upon any protest or problem with the rules of the stock show.

ARTICLE VIII. DIRECTORS MEETINGS AND PROCEDURES: The President is empowered to call a meeting of the Board when, in his/her opinion, such a meeting is needed. The Board shall have 72 hours previous notice prior to meetings. During the week of the Livestock Show and Sale and in emergencies, the 72-hour notice is waived.

ARTICLE IX. VACANCIES AND/OR REMOVAL: A Director will be removed from the Board without further action by the Board or members by having two unexcused absences from full meetings of the Board or upon unanimous vote of the Board (excluding the Director in question) or upon a majority vote of the membership by referendum.

Section 1: A vacancy on the Board shall exist on the occurrence of the following:

- a:** Death, Resignation, or Removal of any Director
- b:** The increase of the authorized number of Directors
- c:** The failure of the Advisory Committee to select the required number of Directors

Section 2: A vacancy on the Board of Directors shall be filled by a person selected by the Agricultural Extension Agent or Agriculture Science Teacher that is underrepresented due to the vacancy. If the teacher or agent that is underrepresented is either unwilling or unable to select a new Director, the Board may fill the vacancy with a majority vote.

ARTICLE X: FINANCIAL OBLIGATIONS: No officer, director, or member will have the power

to obligate the PCJLA without authority from the Board. The Board may authorize the Advisory Committee to create financial obligations on behalf of the Board.

ARTICLE XI: PRESENTATION: The PCJLA shall be operated in a just and fair manner. Each FFA Chapter and 4-H organization shall have representation through its Agriculture Science Teachers, County Extension Agents, and voting members of the Board and Committees.

ARTICLE XII: CONDUCT OF MEETINGS: All meetings shall be governed by rules such as suggested in the Parliamentary Procedure Guide by Gray. This will be provided by the Agriculture Science Teachers.

